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Search Committee Guidelines

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Office of Human Resources Search Committee Guide

Overview

Kean University is committed to recruiting a premier workforce and promoting diversity and multiculturalism among its faculty, staff and students. All faculty, managerial and AFT professional staff positions at Kean University must be filled using a search committee to optimize the effectiveness of the search process. All searches will be conducted using Workday.

Forming a Search Committee

Search Committees are responsible for screening, interviewing and recommending qualified candidates for open positions. In general, search committees are a representative group of the Kean University community. The committee should be diverse and familiar with the objectives of recruitment set forth by the appointing authority, the Office of Diversity, Equity and Inclusion and the Office of Affirmative Action Programs. Committee members should provide a variety of perspectives on the role and functions of the position. Search Committees should include members from within and outside of the department. In general, Committees are most effective if they include three to five members. Search Committee members will be designated in Workday for access to applicant pools.

Office of Affirmative Action Programs

The Office of Affirmative Action Programs is responsible for overseeing all Search Committee activity. Search Committees must ensure compliance with Affirmative Action guidelines and important information will be provided to the Committee by the Office of Affirmative Action Programs at the start of the search. The Search Committee must also maintain contact with the Office of Affirmative Action Programs throughout the search process, following instructions received by Office representatives. If you have any questions related to federal and state employment guidelines, please contact the Office of Affirmative Action Programs at affiract@kean.edu.

Role of the Search Committee

The Search Committee **Chairperson** has overall responsibility for managing a proactive, timely, fair and equitable search process in compliance with applicable laws and policies:

- Schedules and leads all meetings
- Serves as the liaison between the Committee and hiring supervisor***
- Ensures proper documentation of all meetings/interviews
- Screens applicants using the advertised requirements and identifies potential candidates for interviews; corresponds with applicants for interview scheduling
- Participates fully in the interview and selection process

- Maintains confidentiality in all deliberations and processes followed by the Committee
- Moves applicants through the Review/Committee Screen/Committee Interview selection process in Workday

Search Committee **Members** ensure the best possible talent is selected for the University and support the Chairperson throughout the search process:

- Screens applicants using the advertised requirements and identifies potential candidates for interviews
- Participates fully in the interview and selection process
- Maintains confidentiality in all deliberations and processes followed by the Committee

***The Search Committee Chairperson may also be the Hiring Manager, depending on the Committee composition. The Hiring Manager is able to serve as the Search Committee Chairperson or may designate another Committee member to fill that role. When the Hiring Manager serves as the Search Committee Chairperson, a recommendation to hire can be made directly by the Search Committee to the next level Supervisor. When the Hiring Manager does not serve on the Search Committee, the Committee will recommend the finalist(s) to the Hiring Manager for final interview and consideration.

Important Information

Searches should be completed within a three (3) month timeframe. Positions must be posted for a minimum of fourteen (14) days. It is important to review resumes within two (2) to four (4) weeks of posting in order to begin the interview process as soon as possible.

For professional staff and faculty positions covered under the AFT, recruitment must be conducted in accordance with negotiated agreements. This includes mandatory internal posting periods for internal applicants to be considered only.

Kean University realizes an obligation to provide reasonable accommodation for individuals with disabilities in all aspects of the employment process. If an individual with a disability requires reasonable accommodation to participate in this process, please notify the Office of Human Resources at hr@kean.edu or call extension 73300.

Any notes taken by Committee members on applicants/application documents may become a part of the employee's application file or permanent file (if hired) and could be subject to legal review or subpoena. Please be cautious of this and the notations you make during the search process.

Please be advised that the Search Committee is not permitted to negotiate salary or terms and conditions of employment. Potential candidates may be provided with the starting salary of the range and informed that a salary recommendation is made by the Division Vice President/Senior Vice President, in consultation with Human Resources. Please contact Human Resources for salary information if needed. Due to New Jersey law, Kean employees are not permitted to ask candidates questions related to current or past salaries or benefits packages.

If the Search Committee cannot find suitable candidates to interview during the initial resume review period, the hiring supervisor should notify Human Resources. HR will work with the hiring supervisor to identify additional outreach strategies for recruitment in order to broaden the applicant pool. Departments are encouraged to do supplemental advertising in the field or area of expertise which may

attract additional qualified candidates. Supplemental advertising should be placed in consultation with Human Resources.

Please see the next page for a Search Committee Checklist to guide you through the search and selection process.

Please note that the search process may deviate based on certain circumstances.



Office of Human Resources Search Committee Checklist

This Checklist serves as a step-by-step guide to assist in the recruitment and selection of faculty and staff positions at Kean University. Search Committees can work with the Offices of Human Resources and Affirmative Action Programs for additional guidance if needed.

Step 1: Creating the Committee

- ☐ Search Committee members are notified by the hiring supervisor or his/her designee that they have been selected to serve
- ☐ Appointment of Search Committee Chairperson
- ☐ First Search Committee meeting is scheduled

Step 2: First Committee Meeting/Organizing the Search

- ☐ Review job description and advertisement with the hiring supervisor/division Vice President/Senior Vice President to identify essential functions of the position as well as required and preferred qualifications
- ☐ Review and address Affirmative Action policies and procedures; receive any required training as determined by the Offices of Human Resources and Affirmative Action Programs
- ☐ Develop a search plan including a timeline for the search: resume review dates, phone, video or in-person interview schedule and target date for submitting the names of finalists to the next level supervisor

Step 3: Applicant Review Period (Individually Performed by Each Committee Member)

- ☐ In the Workday “Review” stage, all Committee members review applicant resumes/application materials and make notes for those who meet advertised position requirements and those who do not to discuss with the Committee (this information is not kept in Workday)
- ☐ Members create potential interview questions to discuss with the Committee

Step 4: Search Committee Meeting to Evaluate Applicants (All Members)

- ☐ Compare credentials and qualifications for each applicant; document all decisions. Criteria must be consistently applied to all applicants
- ☐ The Search Committee Chairperson will be responsible for moving applicants who meet the minimum requirements as advertised from “Review” to the next level “Committee Screen” in Workday
- ☐ Consult with the Office of Affirmative Action Programs when candidates are moved to “Committee Screen” to receive approval to proceed with scheduling interviews

- ☐ Develop interview questions and create an evaluation sheet for rating candidates. All candidates should be asked the same questions, allowing for individualized follow-up questions as needed

Step 5: Scheduling Interviews

- ☐ Schedule interviews only after clearance from the Office of Affirmative Action Programs
- ☐ The Search Committee Chairperson will be responsible for moving applicants selected for interviews from “Committee Screen” to the next level “Interview” stage in Workday
- ☐ Phone Screen Interviews are encouraged prior to video/on-campus interviews to further narrow the pool; notify any out-of-state interviewees of the “New Jersey First Act” (this Act requires NJ residency for all State employees within 365 days of hire date)
- ☐ Provide clear instructions to candidates including where and when they must report for interviews, with a campus map and detailed directions for those held in-person

Step 6: Interviews/Selecting Finalists (All Members)

- ☐ Conduct interviews; remember to ask open-ended questions and let the applicant do most of the talking
- ☐ Search Committee meets to discuss interviews and select a finalist or finalists to recommend

Step 7: Hiring Recommendation/Job Offer

- ☐ Search Committee Chair meets with hiring supervisor to discuss interviews (unless hiring supervisor acts as Chair) and presents information on the finalist or finalists
- ☐ The Search Committee Chair will be responsible for moving candidates selected for Hiring Manager interviews to the next level “Manager Interview” stage in Workday
- ☐ Hiring Supervisor conducts final interviews, if necessary
- ☐ Hiring Supervisor is responsible for moving the final candidate selected for hire to the next level “Manager Offer” and will complete detailed information in Workday
- ☐ Hiring recommendation is forwarded through the chain-of-command (Director/Dean to VP) and ultimately to Human Resources in Workday
- ☐ Human Resources reviews all candidate materials and approves candidate for hire
- ☐ Verbal job offer is made by Human Resources
- ☐ Written offer letter is signed by the President to make the offer official

Step 8: Closing the Search

- ☐ Search Committee Chair gathers all search committee materials and maintains search records, if any, that were kept outside of Workday. Records may include correspondence, lists of interview questions, rating sheets and/or lists of criteria
- ☐ Applicants are automatically notified in Workday the search has concluded via an automated process
- ☐ Completed search!